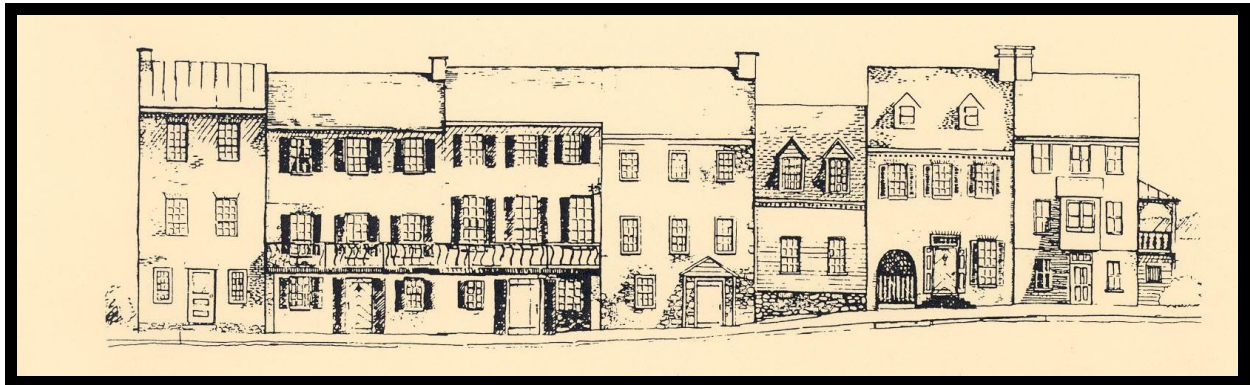


# Historic District Certificate of Appropriateness (CAPP)



County of Loudoun

Department of Planning  
1 Harrison Street, SE  
Leesburg, VA 20177  
703.777.0246

# APPLICANT'S GUIDE TO A CERTIFICATE OF APPROPRIATENESS

PLEASE READ CAREFULLY

Article 6-1800 of the Loudoun County Zoning Ordinance provides for the protection of historically and culturally significant areas by the creation of Historic Site/Historic and Cultural Conservation Overlay Zoning Districts. A requirement of Article 6-1900 is the Certificate of Appropriateness. Before any construction, remodeling, renovation, reconstruction or addition of buildings or structures (including fences but excluding farm fences and bona fide farm buildings primarily used or to be used for agriculture or horticultural purposes) and signs can proceed, plans must be presented to and reviewed by the Historic District Review Committee (HDRC). Design for new buildings/structures in historic districts may include contemporary styles. Applicants should note that approval of a Certificate of Appropriateness does not mean automatic issuance of a zoning permit. All other requirements for the zoning permit must be met. In making a determination as to whether the proposal should be permitted, the Committee considers the criteria contained in the Historic District Guidelines, (a document adopted as part of the Zoning Ordinance by reference in Article IV, Division B), and other sources, including the Secretary of the Interior's Standards for Rehabilitation (36 CFR 67) and other National Park Service publications. The application will also be considered in relation to the following as set forth in Article 6-1905:

- a. Exterior architectural features, including all signs.
- b. General design, scale, and arrangement.
- c. Texture and materials.
- d. The relationship of a, b, and c to other structures and features of the district.
- e. The purposes for which the district was created.
- f. The relationship of the size, design, and siting of any new or reconstructed structure to the landscape of the district.
- g. The extent to which the proposal adheres to the adopted Historic District Guidelines.
- h. The extent to which denial of a Certificate of Appropriateness would constitute a deprivation to the owners of a reasonable use of the property.

This review process allows for maintaining the architectural integrity of the County's Historic Districts. In order to apply for a Certificate of Appropriateness, the following items must be submitted: **The fee is \$60.00.** Please make checks payable to "County of Loudoun."

Please provide **nine (9) copies** of all the following documents:

1. Application for a Certificate of Appropriateness.
2. Plot plan (property plat) signed by the applicant and drawn to scale (See attached plot plan requirements.)
3. Building plans/specifications and elevations. Plans do not have to be professionally done; however, the plans should convey information adequately for reviewers to analyze the appropriateness of the work according to the five primary design concepts and specific design recommendations outlined in the Historic District Guidelines for each district. All elevations (front, rear and two sides) must be drawn at a minimum scale of 1/4 inch = 1 foot with all details appropriately labeled. (See attached building plan requirements).  
***The submitted architectural plans are part of the permanent public record of the project. All buildings and structures shall be built in conformity to the approved plans. Modifications will require approval by the HDRC.***
4. Statement of Justification providing reasons why the design is appropriate for the historic District and/or compatible with the design of the existing historic building/structure. (See sample statement).
5. Photographs of each existing elevation (front, rear, and two sides) and its context with the building site. For new structures on undeveloped land, one photograph of the building site shown from the road or entrance is sufficient.
6. List of primary building elements and materials to be used in construction (i.e. foundation = concrete with stone veneer).

Applicants are strongly recommended to schedule a pre-submittal meeting with Department of Planning staff prior to filing applications. A pre-submittal meeting with Department of Planning staff can be scheduled by calling (703) 777-0246. Applications must be filed with the Department of Planning **ON OR BEFORE** the application deadline. A deadline and meeting schedule is included for you in this packet.

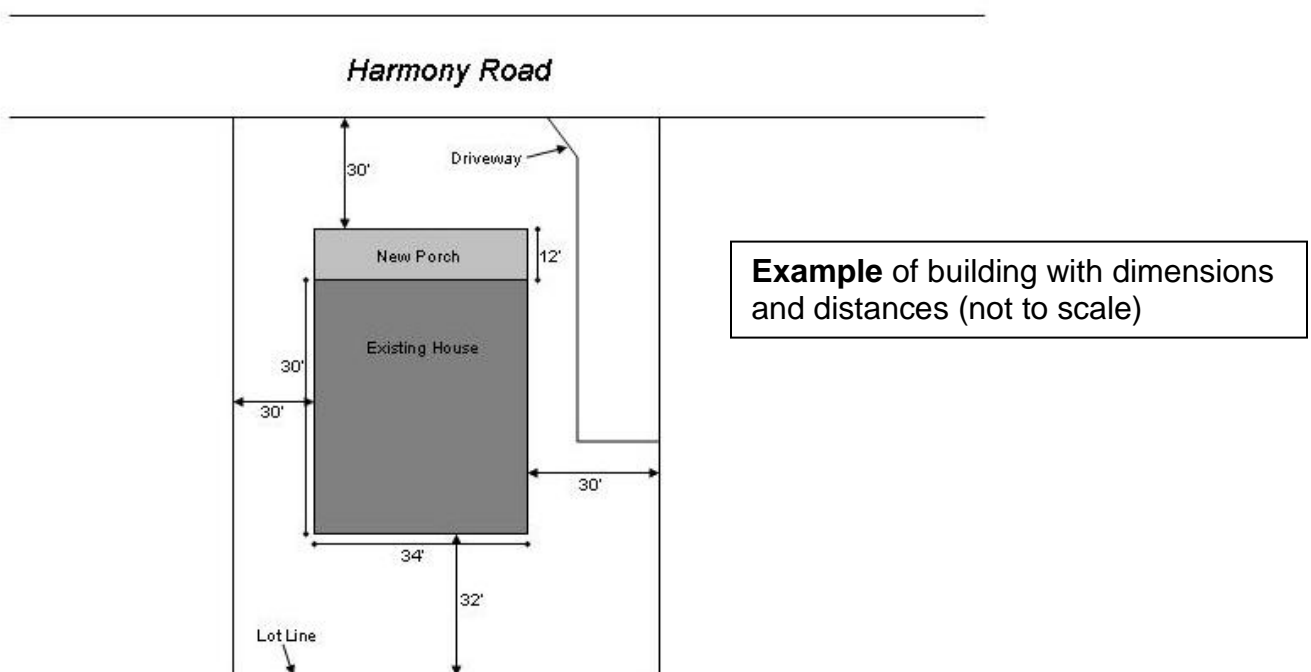
The Historic District Guidelines are available online at [www.loudoun.gov/historic](http://www.loudoun.gov/historic). Also, copies of the Historic District Guidelines are available for review or purchase in the Department of Planning.

Meetings are held on the **SECOND** Monday of each month at 6:00 p.m. unless the second Monday is a holiday in which case the meeting will be on the third Monday.

## PLAT DETAIL REQUIREMENTS

The following information is required to be included on plats reviewed by staff and the HDRC. This information may be hand drawn on a survey plat of the property with proper annotations, though scaled drawings are preferred. Plats can also be downloaded and printed from the Loudoun County Mapping System available online at <http://gisinter1.loudoun.gov/weblogis/agree.htm>. You may use this as a punch list and include additional information for further clarification if you wish.

- a. [ ] current date, usually in the lower right hand corner or the title block;
- b. [ ] north arrow;
- c. [ ] vicinity map;
- d. [ ] boundary of the property, unless it is a very large parcel;
- e. [ ] name of the current property owner;
- f. [ ] adjacent property owners' names and zoning district;
- g. [ ] location and description of all existing and proposed structures, showing dimensions of the building and the distance between the structure and all the property lines (see example below);
- h. [ ] indicate any structure(s) or portions of structure(s) proposed for demolition
- i. [ ] location of entrance(s) and driveway(s);
- j. [ ] location, height, type, and dimensions of all proposed and affected fencing, screening, and retaining walls.



## **BUILDING PLAN REQUIREMENTS**

The HDRC strongly urges all applicants to read the Historic District Guidelines for the pertinent historic district carefully and completely. Applicants should have their architect, designer, and/or contractor familiarize themselves with these texts, since this document will guide the design and construction for all projects within Historic Districts.

The following information is required to facilitate review by staff and the HDRC. All elevations (front, rear, and two sides) must be shown at a minimum scale of ¼ inch = 1 foot with all building details and materials properly labeled. Provide manufacture cut sheets for building materials and/or elements when appropriate.

***Please submit folded, not rolled, plans.***

- a. ☐ title block with scale, owner name, date, and orientation (front, rear, right, & left) on all views;
- b. ☐ four elevations designated by a key plan depicting the building footprint and view of elevation;
- c. ☐ details of exterior architectural elements and materials with dimensions for all views (i.e. German lap wood siding with 6" reveal);
- d. ☐ type of windows and doors with dimensions and materials;
- e. ☐ deck, porch, railing, stair details and materials;
- f. ☐ foundation wall material and/or finish (i.e. concrete foundation with stone veneer);
- g. ☐ roof pitch and material;
- h. ☐ existing and proposed finished grades;
- i. ☐ For new additions to existing buildings, depict the existing building and proposed new construction to illustrate the relationship of the new construction to the existing.
- j. ☐ For new additions to existing buildings, indicate any existing materials or features to be removed or changed on the existing building – no features may be altered or removed without prior HDRC approval.

## **SAMPLE STATEMENT OF JUSTIFICATION**

### **I. History of Existing Dwelling**

The property is located on Mount Gilead Road in the Goose Creek Rural Historic District. The existing house, constructed in two sections, contributes to the historic district. The original dwelling constructed circa 1825 is a smaller, one-story stone section. The main block is a symmetrical, two story brick building of five bays and constructed circa 1875. The house retains its original wood windows and doors. Both sections have a standing seam metal roof.

### **II. Proposed Exterior Changes**

A two story addition is proposed for the rear of the main block. The addition will extend from the east end of the building, forming an ell shaped building. A one story porch will be constructed in the ell.

### **III. Reasons for Proposed Addition**

Currently, the house has a very small kitchen located in the stone section and the washer and dryer are in the basement. Also, the house does not have a master bedroom and only one full bathroom in the first story. A new larger kitchen and laundry room will be located in the first floor of the addition and a master bedroom with a second full bathroom will be in the upper story. This addition will also allow for updated, more efficient plumbing to be installed, as well as more efficient wiring, insulation, and building materials in the most utilized part of the house.

### **IV. Appropriateness of Proposed Alterations**

Most importantly, the proposed addition is located to the rear of the historic dwelling so it does not detract from its original form and appearance. This location meets the Goose Creek Historic District Guidelines. Additionally, the ell type addition is a common form of building expansion in the past and is respectful of the existing historic house.

The new materials and details draw from the existing house as recommended in the Historic District Guidelines. The porch will be wood and match the basic details of the front porch since it is in the rear. Both the porch and addition roofs will be of standing seam metal to match the existing roof and a roofing material ubiquitous in the historic district. An interior brick chimney is proposed for the rear of the addition and is in keeping with the district, as well as the interior brick chimneys in gable ends of the main block. The foundation will be faced with stone to match the existing house. Windows will be wood and have true divided lites in similar composition and spacing to the brick portion. Window surrounds and location will also match the main block. In fact, windows removed from the main block to make way for the addition will be reused as much as possible.

The addition will be frame and clad with composite wood siding with a 6" reveal. This material visually resembles wood clapboard siding found in the district. The change in material differentiates the new construction from the old as recommended in the Historic District Guidelines. Different material use is also a typical construction technique for additions and examples are found throughout the district.



**COUNTY OF LOUDOUN  
DEPARTMENT OF PLANNING**

1 Harrison Street S.E. (P.O. Box 7000), Third Floor  
Leesburg, Virginia 20177-7000  
703-777-0246

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**  
PLEASE PRINT IN INK OR USE TYPEWRITER

Applicant Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Representative (contact person) Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Project Location/Address \_\_\_\_\_

Tax Map/Parcel Number \_\_\_\_\_

Size of Parcel \_\_\_\_\_

Election District \_\_\_\_\_

Brief Description Project \_\_\_\_\_

The information in this application is accurate to the best of my knowledge. I understand that the County may deny, approve, or conditionally approve that for which I am applying.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner: I have read this completed application, understand its intent, and freely consent to its filing. Furthermore, I grant permission to the Departments of Planning and Building and Development and other authorized government agents to enter the property and make such investigations as they deem necessary.

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

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Application received by \_\_\_\_\_

Date \_\_\_\_\_

Application Number \_\_\_\_\_

Fee \_\_\_\_\_

Receipt Number \_\_\_\_\_